

SENIOR PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Senior Planner exists is to participate in, and review complex planning projects which require considerable skill in research, analysis, and presentation of data, and to perform very difficult and complex planning functions involving conservation and environmental protection and enhancement, the zoning ordinance, land divisions, right-of-way, native plant and planning stipulations in the Planning Systems Department. This classification may supervise depending on assignment. Work is performed under general supervision by a manager or director level position. Senior Planner is distinguished from Planner by the greater degree of complexity of tasks and assignments and by the supervisory responsibilities of some positions.

ESSENTIAL FUNCTIONS

Responsible for technical review of cases and plan review including major commercial projects, multi-family, landscape, improvement plans, industrial, tenant improvements, and all residential type products.

Leadership roles in the plan review of multiple cases involving planning and zoning ordinances, city codes and all types of design guidelines, planning stipulations, real estate, right-of-way, native plant and land divisions.

Technical leadership role in the planning processes for higher profile, large scale, complicated site development. This involves interpretation and application of city ordinances and policies.

Technical leadership of professional planning staff providing technical expertise and assistance in gathering information and making analyses, recommendations, and presentations of planning and environmental matters.

Assumes project management ownership of higher profile, larger community impact cases.

Process major public right-of-way abandonment cases through the public hearing process.

Exercises independent decision making on all planning issues of public hearing, subdivision, site development, policy recommendations, right-of-way and land division through lot split/lot tie application.

Knowledge of the processes for all types of dedications, abandonments, release of easements, and state statutory regulations as they pertain to land development.

Ensures compliance with the General Plan, zoning ordinance, environmental sustainability, management/restoration of the natural desert and other related ordinances through the quality compliance process both by review and by oversight of the plan review process

Provides management level policy advice to the City Manager and staff regarding environmental issues and activities.

Provides oversight and promotes communication on environmental issues important to the organization.

Plans, reports, and tracks compliance with environmental laws, and coordinating and facilitating environmental issues.

ESSENTIAL FUNCTIONS (con't)

Serves as the central source of information on environmental issues for the organization and the community, and ensures that the City is aware of proposed environmental standards, trends and technologies.

Produces oral and written communications, with clearly organized thoughts, using proper sentence construction and punctuation.

Identifies ways that the City can be more effective in managing environmental issues, including consolidation of functions where appropriate, establishment of teams to address specific issues, and establishment and promotion of environmental values and objectives.
Facilitates a broad organizational perspective on key environmental issues, and acts to provide balance on environmental policy decisions.

Promotes innovation, proactivity, efficiency, and effectiveness in the City's management of environmental issues and the protection of our resources.

Promotes cross-departmental sharing of responsibility for the City's environmental programs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles, practices, and methods used in Urban Planning

Development related issues

Practical aspects of zoning, real estate and planning ordinances

Federal, State, and local environmental laws, and regulations

Ability to:

Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement

Foster, adapt to and manage change

Effectively communicate verbally and in writing with all levels of City staff and the general public

Manage projects

Lead team activities

Be self-motivated and able to work independently

Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities

Maintain regular consistent attendance and punctuality

Education & Experience

Any combination of a bachelor's degree in Urban Planning, Architecture, Geography, Environmental Sciences, Public Administration, or a related degree and five years recent professional planning experience. Must be experienced in the development of public policy and its impact on our citizens.

FLSA Status: Exempt

HR Ordinance Status: Unclassified